



DEPARTMENT OF THE ARMY
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
504 SCOTT STREET
FORT DETRICK, MD 21702-5012

MCMR-AAZ

30 August 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procurement Advisory Notice PAN 06-06
Wide Area Workflow

- 1. Introduction.** Wide Area Workflow (WAWF) is a secure web-based system for electronic invoicing, receipt, and acceptance. WAWF creates a virtual folder to combine the three documents required to pay a vendor - the contract, the invoice, and the receiving report. The WAWF application enables electronic form submission of invoices, Government inspection, and acceptance documents in order to support the Department of Defense (DoD) goal of moving to a paperless acquisition process. It provides the technology for Government contractors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation, via web-based interactive applications. Benefits of the WAWF application include the global access of documents, the elimination of lost or misplaced documents, the effecting of secure and auditable transactions, the ability to take maximum benefit of discounts, and the reduction in payment of interest penalties.
- 2. Background.** Traditionally, the DoD acquisition process has been paper-based, labor intensive, and heavily dependent upon manual and repetitive data inputs from multiple functional communities. However, Section 1008 of the National Defense Authorization Act for Fiscal Year 2001 (Public Law 106-398) necessitated that by no later than October 1, 2002 contractors had to submit electronically, and DoD had to process electronically, requests for payments under DoD contracts, with noted exceptions. WAWF was effectuated as one of three paperless contract prototypes to eliminate paper from the receipt/acceptance and invoice/payment process of the DoD contracting life cycle. Currently, it remains the Army's preferred method for electronically processing vendor requests for payment.
- 3. Applicability.**

 - a. Subpart 232.70 of the Defense Federal Acquisition Regulation Supplement (DFARS) informs that contractors shall submit payments requests in electronic form, except for: purchases paid for with a Government Purchase Card; awards made to foreign vendors for work performed outside the United States; classified contracts; contracts awarded by deployed Contracting Officers; purchases in support of unusual or compelling needs; and cases in which either the contractor is unable to submit, or the DoD is unable to receive, a payment request in electronic form.

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b. Additionally, the US Army Medical Command (MEDCOM) and the Defense Finance and Accounting Service (DFAS) authored a WAWF Concept Of Operations (CONOPS) denoting two additional exceptions to the use of WAWF resultant of internal financial considerations. These exceptions are cost reimbursement contracts and any contract having more than one accounting classification per line item. Included in this second category are research and development contracts, small business innovative research contracts, small business technology transfer research contracts, and contracts with incremental funding.

c. In summary, at this juncture, the use of WAWF is literally confined to contracts in which each contract line item is fully funded with one accounting classification. Planned enhancements to DoD financial systems will enable WAWF to be used with cost-type contracts and contracts citing more than one accounting classification per line item.

4. Procedures.

a. Contractors electing to use WAWF and Government personnel authorized to use this application, such as contracting personnel and inspectors and acceptors of goods and services charged with preparing Material Inspection and Receiving Reports (MIRR), shall register to use WAWF at <https://wawf.eb.mil>.

b. Solicitations, contracts, and modifications utilizing the WAWF application shall include DFARS Clause 252.232-7003 entitled Electronic Submission of Payment Requests.

c. Each procurement instrument utilizing DFARS Clause 252.232-7003 shall also include the Army Electronic Invoicing Instructions (see Enclosure 1). These instructions provide a mechanism to capture information required to facilitate electronic invoicing and MIRR processes. This data is crucial and shall be incorporated to assist the contractor and Government personnel responsible to accurately complete and route documents within WAWF. The Army electronic invoice instruction form shall be electronically tendered by the requiring activity (the customer) as part of their purchase request submission. Within the portion of the instructions entitled Summary Cost Voucher (Government Only), the customer shall furnish the information required by the following headings: ADMIN BY DODAAC; INSPECT BY DODAAC; SHIP TO DODAAC; INSPECTOR; ACCEPTOR; and RECEIVING OFFICE POC. Contracting office personnel shall complete the remainder of the form and shall incorporate it into the

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associated procurement instrument. Within the segment of the instructions entitled TYPE OF DOCUMENT, Contracting personnel will check Invoice and Receiving Report (COMBO) for supply purchases and the Invoice as 2-in-1 (Services Only) for service acquisitions.

5. **Training.** Contractor personnel and Government personnel can take WAWF Web-Based Training at <http://www.wawftraining.com>. The course can be taken on-line or off-line.

6. **Customer Support.** Contractor and Government personnel can receive WAWF support from DISA WESTHEM, Area Command Ogden, Customer Support Center via e-mail at CSCASSIG@CSD.DISA.MIL, by FAX at 801-605-7453, or commercially at 801-605-7095.

7. **Point of Contact.** Raegon B. Clutz, Policy and Quality Assurance Branch, US Army Medical Research Acquisition Activity. raegon.clutz@det.amedd.army.mil 301-619-2395.



Paul G. Michaels
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Responsible for Contracting

Encl

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Army Electronic Invoicing Instructions (Feb 2006)

Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

- ☐ *Wide Area Workflow (WAWF) (see instructions below)*
- ☐ *Web Invoicing System (WInS)(<https://ecweb.dfas.mil>)*
- ☐ *American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<http://www.X12.org> and <http://www.dfas.mil/ecedi>)*
- ☐ *Other (please specify) _____*

*DFAS POC and
Phone: _____*

WAWF is the preferred method to electronically process vendor request for payment. This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <http://www.ccr.gov> within ten (10) calendar days after award of this contract/order.

WAWF Instructions

*Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) [Contracting Office **fill in DFAS location here as indicated on your purchase order/contract**] at [Contracting Office **fill in DFAS vendor pay phone number here**] or faxed to [Contracting Office **fill in DFAS vendor pay fax phone number here**]. Please have your purchase order/contract number ready when calling about payments.*

You can easily access payment and receipt information using the DFAS web site at <http://www.dfas.mil/money/vendor>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

The following codes and information will be required to assure successful flow of WAWF documents.

TYPE OF DOCUMENT ***[Check the appropriate block]***

- ☐ Commercial Item Financing
- ☐ Construction Invoice (Contractor Only)
- ☐ Invoice (Contractor Only)
- ☐ Invoice and Receiving Report (COMBO)
- ☐ Invoice as 2-in-1 (Services Only)
- ☐ Performance Based Payment (Government Only)
- ☐ Progress Payment (Government Only)
- ☐ Cost Voucher (Government Only)
- ☐ Receiving Report (Government Only)
- ☐ Receiving Report With Unique Identification (UID) Data (Government Only)

UID is a new globally unique “part identifier” containing data elements used to track DoD parts through their life cycle.

- ☐ Summary Cost Voucher (Government Only)

CAGE CODE: ***[Enter Contractor Cage Code here]***

ISSUE BY DODAAC: ***[Enter Contracting Office DODAAC here]***

ADMIN BY DODAAC: ***[Enter office administering contract here]***

INSPECT BY DODAAC: ***[Enter Inspector’s DODAAC here if applicable]***

ACCEPT BY DODAAC: ***[Enter Acceptor’s DODAAC here if applicable]***

SHIP TO DODAAC: ***[Enter Ship to DODAAC(s) here]***

LOCAL PROCESSING OFFICE DODDAC: ***[Enter LPO DODAAC here if applicable]***

PAYMENT OFFICE FISCAL STATION CODE: ***[Enter Fiscal Station CODE]***

EMAIL POINTS OF CONTACT LISTING: ***(Use Group e-mail accounts if applicable)***

INSPECTOR: [Enter Inspector's email address here]

ACCEPTOR: [Enter Acceptor's email address here]

RECEIVING OFFICE POC: [Enter receiving office POC email address here]

CONTRACT ADMINISTRATOR: [Enter Contract Administrator's email address here]

CONTRACTING OFFICER: [Enter Contracting Officer's email address here]

ADDITIONAL CONTACT: [Enter email address(es) here]

*For more information contact [Enter Contract Specialist's and/or Contracting Officer's
name, email and phone here]*